

**PARTIES' AGREEMENT LETTER PURSUANT TO INFORMAL RESOLUTION**  
**(Agency Letterhead)**

DATE \_\_\_\_\_

Addressee \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

Dear \_\_\_\_\_,

This letter serves as your LETTER OF AGREEMENT for the EEO matter which you initially discussed with me, in my capacity as an EEO Counselor on \_\_\_\_\_  
**(date of initial counseling session.)**

During the initial counseling session, you alleged  
that \_\_\_\_\_

\_\_\_\_\_ **(insert brief synopsis of the complaint.)**

The basis for the discrimination/harassment you alleged was

\_\_\_\_\_ **(legally protected class/basis of  
complaint.)**

In response to your allegation(s), \_\_\_\_\_

\_\_\_\_\_ **(insert  
brief summary of the actions taken by the EEO counselor during Informal Resolution  
attempts.)**

On \_\_\_\_\_ **(date the EEO Counselor informed the Counselee of the  
results of the Informal Resolution)**, you were informed of my findings in this matter and you  
have **(here the EEO counselor will pick one of two possible outcomes for the Informal EEO  
counseling):**

(1) elected not to pursue further action on this matter [or]  
(2) indicated that you are satisfied with the outcome of the Informal Resolution and ensuing actions.

Since an agreement has been reached by all affected parties, I ask that you please sign on the Counselee signature line below and return this letter to me by \_\_\_\_\_ **(give date specific.)** A copy of this LETTER OF AGREEMENT with all signatures will be returned to you.

Sincerely yours,

(EEO Counselor)

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Counselee

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Responsible Management

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Any other involved party